Module 3

Chapter 3

Examples of DoD Customized Requests for Personnel Action

National Guard Request for Personnel Actions

The National Guard and Reserve Request for Personnel Actions is a one-page document. It uses a combination of Taskflow Buttons and List of Values to complete the desired action. Additional information will be covered in the National Guard Module of this User Guide.

National Guard Bureau Request for National Guard and Reserve Actions

National Guard (NG) Unique Data Fields

Region	Data Field	Description/Action
Action Information	Requested Action	Use the LOV.
	Effective Date	Type in date or use Calendar.

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Examples of DoD Customized Requests for Personnel Action, Continued

National Guard (NG) Unique Data Fields (continued)

Region	Data Field	Description/Action
Employee Information	Last Name	Use the LOV.
	First Name	Auto populates.
	Middle Name	Auto populates.
	Social Security Number	Auto populates.
Position Information	From Position Name	Use the LOV.
	To Position Name	Use the LOV.

National Guard (NG) Taskflow Buttons

Taskflow Buttons	Description/Action
Extra Information Taskflow Button	Displays nine data fields to select DDFs for completion as needed.
Update HR Taskflow Button	Click to **Update HR**.